



Bureau for Private Postsecondary and Vocational Education

1999 Annual Report Instructions for Approved Institutions

Bureau **approved institutions** (each main and its branch site for degree-granting and/or vocational schools), unless otherwise exempt, are required annually to provide general, financial and program/course information to the Bureau for Private Postsecondary and Vocational Education (BPPVE or Bureau). Each satellite location reports its financial and program/course information via its immediately associated main or branch site. Reports are **due January 8, 2001** and become delinquent February 8, 2001.

Reporting by Registered Institutions required under Article 9.5 of the New Private Postsecondary and Vocational Education Reform Act will be handled separately.

Institutions with programs/courses which changed from an approval to a registration status during calendar year 1999 are required to report all educational income and student information for programs/courses resulting from enrollments executed while operating under approval during 1999.

A partial exemption to the annual reporting requirements applies to aviation schools. Those aviation schools certified by the Federal Aviation Administration under Part 141 or 147 are not required to submit an annual report to the Bureau. All other aviation schools are required to submit only general and financial information.

Forms included in the 1999 Annual Report and required actions by schools are:

<i>Form (and form #)</i>	<i>School Action</i>
Background Information (99-1)	confirm/correct/update information
Financial Information (99-2a & 99-2b)	Main sites provide all financial information
List of Programs/Courses	confirm/correct/update information
Student Information: Program/Course (99-3)	provide information for each offering
Attendance/Attestation (99-4)	provide information & sign/date
1999 Annual Fee Reconciliation (99-5)	calculate required annual fee, reconcile payment, submit any underpaid fee with report packet

Catalogs and Financial Statements

In addition to the annual report forms each Main location is requested to submit a copy of the last course (program, institution, or school) catalog in use during calendar year 1999 and required to submit a complete set of financial statements and all related notes to the financial statements.

A complete set of financial statements includes:

- Balance sheet
- Statement of income or statement of income and retained earnings
- Statement of cash flows
- Statement of retained earning or changes in stockholders' equity
- Notes to the financial statements

For Nonprofit corporations a complete set of financial statements includes:

- Statement of financial position
- Statement of activities
- Statement of cash flows
- Notes to the financial statements

Institutions offering **distance learning** should call the Annual Report Help Line at (916) 322-1958 for assistance with reporting of financial and student information.

If **ownership** of a school has changed since January 1, 1999, the current owners are responsible for completing the 1999 Annual Report. If incomplete records are compromising the report's accuracy, enclose a letter of explanation with the Annual Report submission.

General Instructions for completion of Annual Report forms

- **We recommend the use of our Adobe Acrobat forms available on our Web site located at www.dca.ca.gov/bppve**
- If you need additional forms please print them on a laser printer
- Print clearly using a black pen
- Write inside the box or form field
- Round financial information to the nearest whole dollar amount
- Fill in each field using the blocks from the left to the right
- Do not fold completed forms; mail in a 9" by 12" envelope

Form #99-1 Background Information

Items preprinted by the Bureau onto this form include:

- School Code (# 1)
- Physical Address (# 4)
- City, State, Zip Code (# 5)
- Institution Phone (# 6)
- Mailing Address (# 8)
- City, State, Zip Code (# 9)

Correct, as necessary, items # 4, 5, 6, 8, & 9 in the blocks labeled # 4a, 5a, 6a, 8a, & 9a.

Provide the information in items #2, 3, 7 (if available), 10, 11, 12, 13 (if applicable), & 14 (if available)

Forms #99-2a & #99-2b Financial Information

There are two versions of the Financial Information form:

Main site version (form #99-2a) and Branch site version (form #99-2b)

Each main site is required to submit all Financial Information (both for the Main site *and* for each Branch site).

To report **negative amount(s)** put a minus (-) sign, in the block, before the amount. Typically only blocks 21, 22, 23, and/or 24 will contain a negative amount.

Education **Income of \$750,000 or more** as reported by an institution in block #8 requires that financial reports be prepared in accordance with generally accepted accounting principles and which are *audited* or *reviewed* by an independent certified public accountant not employed by or otherwise connected to the reporting institution.

Education Income, previously known as Annual Gross Revenue, means all revenue during a fiscal year such as tuition, fees, and other charges derived by an institution from any source for any education, instruction, training, or any services incident thereto. Income derived by students performing unpaid services for a school is considered reportable Education Income. Unearned tuition or refunds made during the reporting fiscal year is not Education Income. Income not fitting this description is listed as **Other Income** in block 9.

Education Income is reported by each Main site, including its associated Satellite site(s), in block 6 and detailed in blocks 6a-6d of form #99-2a.

Education Income for each Branch site, including its associated Satellite site(s), is reported in block 3 and detailed in blocks 3a-3d of form #99-2b.

Total Education Income (for all California sites) of the institution is then reported in block 8 of form #99-2a (the cumulative total of the Main site Education Income in block 6 *and if the institution has Branches* the Education Income for each Branch site in block 3 of form(s) #99-2b).

Each Institution's Education Income (block 6 on form #99-2a, *and if applicable*, block 3 on form(s) #99-2b) is the **basis for annual fees** and since January 1, 1998 sets the rate category used for application fees as well.

Institutions may choose to report all of its financial information, other than Education Income, for the institution only *or* as part of its parent organization. The authority to report as part of a parent organization is in Section 94804(c)(2) of the Reform Act. Selecting that reporting entity confirms the conditions and requirements contained in that section. Indicate the **reporting entity** in block 7 of the Main site version of the Financial Information form.

If your institution's fiscal year has changed during this report period please call the Annual Report Help Line, listed on the last page of these instructions, for assistance.

The breakdown of Education Income, by residency and program approval, is optional this year.

Note: Schools without a current approval for a program/course that otherwise would require such approval, must report income derived from each student enrollment in that program/course.

List of Programs/Courses

Enclosed with this report packet is a master listing of your school's programs/courses as currently reflected in the Bureau's database. Some of this information may be inaccurate. School's should provide correcting information, on the school's letterhead, with a school official's signature and dated. Indicate in your letter each program/course containing incorrect information and the correct and current information. Enclose both the printed list of programs/courses and your letter with your completed Annual Report packet. The Bureau is planning to enhance its electronic listing of approved schools available on the BPPVE Web site with this information.

Form #99-3 Program/Course Information

All Program/Course information is reported for the calendar year (January 1 through December 31, 1999) by each Main site and its associated Satellite(s) and separately by each Branch site and its associated Satellite(s). Merging student data from a Branch and a Main site will not be accepted.

Schools must report general information for each program/course that had approval any time during 1999 even if no students were enrolled in that program/course during the year.

Students enrolled in less than 50% of a program/course (hours or lessons) may be excluded by a school from the Program Information, however Education Income from such enrollments must be reported on the Financial Information form(s).

Corporate students, that is students enrolled in a program/course by their employer, attending the course as a part of that employment, with all program/course costs paid directly by the employer, and returning to employment with that employer are not covered by the regulatory authority of the Bureau. Program Information and Education Income derived from corporate students need not be reported.

General program/course, as well as enrollment and completion information, is required for each Degree-granting and Non-Degree-granting program/course with an approval. State **licensure examination** data is required only for programs/courses with a State of California licensure process. All Non-Degree-granting programs/courses must report **employment information**, even if the program or institution has an exemption from Article 7 of the Reform Act.

Programs/courses that had approval for any period during 1999 but have changed to the Registered Programs area of BPPVE regulation must report the program/course for the period of approval.

Note: Schools must report program/course information, as well as income derived from student enrollments for such programs/courses if those programs/courses require approval, but the school does not currently have that approval.

The breakdown of enrollment information by residency is optional this year. Reporting by Non-Degree granting institutions the number of Non-US Residents Not Employed is optional this year.

Waived, as used in the “Dropped Out” and “Not Employed” areas of this form is defined as due to Death, Disability, Illness, Pregnancy, Military Service, or participation in either the Peace Corps or the Domestic Volunteer Service.

Completed means the student has received a degree, diploma, certificate, or other document signifying satisfactory completion of the requirements of a program or course. **For Degree-granting institutions** where a date of scheduled completion may vary the number of students who did complete at any time during 1999 should be entered in block 12. Blocks 11 and 13 are optional for Degree-granting institutions.

Employed in field of study means that the individually enrolled student has obtained employment in that line of work/occupation/field of study, within six months of their actual completion date of the program/course and that the employment is for at least 32 hours per week for a period of at least 60 days. Individual students not employed within six months from their actual date of program/course completion may not be counted.

Form #99-4 Attendance/Attestation

Provide an unduplicated count of students attending during 1999 and the total number of enrollment agreements put into effect during 1999. Do not count enrollment agreements which were cancelled prior to any instruction being provided *if* all monies paid were returned to the student or other third-party payer.

Provide the number of programs/courses that you held an approval for *or* offered during 1999.

Complete the attestation information.

Note: Consultants who assist schools with the completion of the report must have the school owner, president, or director sign the attestation.

Form #99-5 1999 Annual Fee Reconciliation

Each main site must complete this form. Review the preprinted information at the top of the form for accuracy. If you believe the amount listed as your payment(s) of the 1999 annual fee is incorrect call the Annual Report Help Line, listed on the last page of these instructions, for assistance.

Follow steps 1 and 2 on the form to determine the appropriate fiscal year to use in your calculation.

If you use Education Income from your 1998 fiscal year add the reported figure(s) for the Main *and each Branch* from the 1998 annual report(s). The information is in Block B of Form 8C1 on the 1998 Annual Report.

If you use Education Income from your 1999 fiscal year add the Education Income for the Main site (block 6 on #99-2a), *and if applicable*, the Education Income for each Branch site (block 3 on #99-2b).

Perform the calculations in step 3 and display the result as an amount due, amount overpaid or in balance. If an amount is due enclose a check in that amount with the completed 1999 Annual Report packet.

Submitting the 1999 Annual Report packet

The 1999 Annual Report by approved institutions is **due Monday, January 8, 2001** and becomes **delinquent Thursday, February 8, 2001**.

Do not fold the report pages as that may compromise their readability. Please mail in a 9" by 12" envelope. Do not submit other forms or requests with the 1999 Annual Report packet. Mail those items in a separate envelope.

A completed 1999 Annual Report contains the following forms and supporting documents:

- ☐ Background Information (form #99-1)*
- ☐ Financial Information (form #99-2a Main site & form #99-2b Branch site)
Required Financial Statements for Institution's 1999 fiscal year
- ☐ Program Information (form #99-3) (one for each approved program)*
1999 Course (Program, Institution, or School) Catalog
- ☐ 1999 Annual Fee Reconciliation (form #99-4) (Mains only)
Check or money order payable to BPPVE for underpaid Annual Fee
- ☐ Attendance/Attestation (form #99-5)*

* A complete 1999 Annual Report for each Branch includes these forms

Schools reporting corrections to the Program/Course listing should do so on School letterhead. Please include the date and a school officials' signature.

Retain a copy of the submitted report for your files.

California Code of Regulations, sections 71930 and 73910 require schools to keep the original source documents of the data provided in annual reports for at least five years.

The completed reports should be mailed to:

**1999 Annual Report
Bureau for Private Postsecondary and Vocational Education
P.O. Box 980818
West Sacramento, CA 95798-0818**

Annual Report Assistance

The **Bureau's Web site** (www.dca.ca.gov/bppve) will post answers to frequently asked questions (FAQ's). That is also the location for downloadable Adobe Acrobat versions of the forms and this instruction packet.

Assistance with questions, not answered by the FAQ's, is available by selecting the **e-mail** option at our Web site (annual_report@dca.ca.gov) *or* by leaving a message on our **Annual Report Help Line** at (916) 322-1958. Regardless of the format used to send questions we will need the school name, its code number, your name and a telephone number where you can be reached during regular business hours.